



Special Services Coordinator

Department: Special Services/ District Office

Shift: Monday-Friday, 8:00-4:30pm or as scheduled

Supervisor: Manager of Special Services

Classification: Non-Exempt/ Union

Duty Year: 260 days/ hourly wage

Position Overview & Responsibilities

Responsible for assisting, tracking, and coordinating the delivery of special services throughout the District under the supervision of the Manager of Special Services including coordinating special education transportation services and special education student open enrollment, assisting with special education reporting and billing, and supporting special services processes. This coordinator is an STMA district employee and is not affiliated with any special education cooperative. Employee works at will and under individual agreement with District.

- Coordinates and assists with special education funding involving UFARS/EDRS/SEDRA: work with Finance Office and Manager of Special Services to make sure EDRS/SEDRA budgets are accurate and submitted on a timely basis throughout the year (includes state and federal budgets). Assists with special education purchasing requirements (state and Federal budgets) and processing of Tuition Agreements. Assists Manager of Special Services and outside collaborating agencies with Third Party Billing requirements;
- Coordinates special transportation administrative duties including, but not limited to: arranging special transportation with the bus company, communication with families, maintaining and communicating emergency plans, coding for MARSS and verification of service, and reconciling invoices from the transportation company;
- Collaborates and consults with Human Resources and Manager of Special Services in regards to staffing of special transportation paraprofessionals. Submits postings and complete Requisitions to Hire for Spec Transportation paraprofessionals. Assists in filling open positions as well as helping employees enter an absence and training new staff on how to use absence-reporting system. Fills absences/vacancies with available subs for Transportation Paras;
- Collaborates with District MARSS coordinator for special education reporting; requires basic understanding of Individual Education Plan (IEP) service minute documentation;



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- Collaborates with Principals, HR, and Special Education Administration to track licensed and non-licensed special education postings, requisitions to hire, and licensure. Maintains record of licensed and non-licensed staff disability codes for EDRS/SEDRA reporting;
- Facilitates and coordinates special education student open enrollment processing;
- Assists Manager of Special Services with staff development and student programming initiatives including tracking of funds, registrations, and ordering of materials;
- Supports Manager of Special Services in collaboration with district schools regarding 504 and McKinney-Vento/Homeless documentation requirements and other duties assigned by Manager of Special Services; and
- Performs other related duties as assigned.

Requirements & Qualifications

College degree or or specific and related job experience is required. Prior administrative and/or special education experience strongly preferred. Requires basic knowledge of special education budget account codes and UFARS/EDRS/SEDRA reporting requirements.

Essential Functions & Skills

This position requires an ability to work independently under the direction of a supervisor and with several buildings and departments.

- Ability to work effectively in teams and function collaboratively across departments internally and with external partners;
- Ability to learn, master, and implement complex and state mandated rules and procedures pertaining to special services;
- Ability to follow written and verbal directions;
- Strong communication and computer skills; and
- Strong organizational, task management, and time management skills.

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.